



STAFF REPORT

Belmont Library.

1. **Status Report on Library Project.**
2. **Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Field Paoli to Perform Design Development and Optional Construction Administration Services for the Belmont Library.**

Honorable Mayor and Members of the City Council:

Summary: The purpose of this report is to provide an update from the Library Steering Committee and architect on the status of the Belmont Library and Belameda Park (Project), and seek concurrence on direction.

In addition, approval of the attached resolution will authorize the City Manager to execute an agreement with Field Paoli Architects to perform the design development and optional construction administration services for the Belmont Library project.

Background and Discussion: On December 9, 2003, City Council directed the Library Steering Committee endorsed the updated “L” shaped building schematic design and proceeding with project submittals to the Planning Commission and Parks & Recreation Commission.

Project Design

Since December, the architects have refined the project from the schematic stage, which included



18,000 sf and 21,000 sf version, into a single, 20,040 sf (approximate) preliminary design. This preliminary design continues the “L” shape concept and works within the City’s available resources (see fiscal impact section of this report). The design retains all of the attributes shown in the previous 21,000 sf version, with few modifications. The preliminary design floor plan and elevations are shown as Attachment A.

Prior to commencement of the final design, the Steering Committee seeks direction from the City Council concurring with preliminary design and budget.

Parks & Recreation Commission & Planning Commission Approvals

On January 14, 2004, Parks & Recreation Commission approved the site plan for Belameda Park with minor amendments. Those amendments have been incorporated into the project drawings submitted to the Planning Commission.

On Tuesday, March 16, 2004, the Steering Committee will present the project to the Planning Commission. The Planning Commission has been requested to act on the following entitlements:

- ☐ Negative Declaration
- ☐ Conditional Use Permit
- ☐ Design Review
- ☐ Grading Plan
- ☐ Tree Removal Permit

In preparation for this meeting, staff has met with all of Planning Commissioners to review the project and answer questions. While staff cannot predict the outcome of the Planning Commission meeting, based on what is known now, it is anticipated the project entitlements will be granted. Staff will provide a verbal update to the City Council on the outcome of the Planning Commission meeting.

Updated Project Schedule

Table 1 reflects the architect’s best estimate of the project schedule:

Table 1	
Item	Milestone Dates ¹
Design Development	March 2004 - May 2004
Construction Documents	May 2004 – September 1, 2004
Submittal for Building Permit	September 2004 – October 2004
Bid Period	October 2004 – November 15, 2004
Construction begins	January 2, 2005
Opening date	April 1, 2006

Funding Raising

In January 2004, working in cooperation with the Friends of the Belmont Library, the Library Steering Committee developed a fundraising policy for the project. The policy establishes a framework for donor recruitment, acceptance and recognition. The policy keeps naming rights within the purview of the Steering Committee. A copy of the fundraising policy is available in the Finance Director’s Office.

¹ Subject to change.

To date, the private fundraising effort has been successful with nearly \$352,000 pledged. The importance of these pledges to the project cannot be overstated as they resulted in the confirmation that a larger, 20,040 sf library can be constructed. Furthermore, future pledges will be used to fund bid alternatives, technology, and furnishing and fixture upgrades.

Architectural and Construction Management Services

In anticipation of Council's concurrence with the project direction, the Steering Committee has directed the architects to prepare a proposal to perform the remaining architectural (design development) services. Additionally, and at the option of the City to exercise, the architects have included a scope of services to perform construction administration services. Based on budget constraints, the Steering Committee seeks authority and discretion from City Council to engage the architects to perform the construction administration work. Consistent with previous recommendations, the Steering Committee recommends sole sourcing the engagement to Field Paoli based on their previous performance on the project.

A summary of the services to be performed follows:

❑ *Design Development-*

- The project design fully developed.
- Construction documents ready for the permitting and bidding processes.
- Construction cost estimate prepared and project budget updated.
- A building model and a computer animated walk through rendering prepared.
- Project specifications completed.
- The final products during the Design Development stage typically include:
 1. Site Plan, Floor Plan, Roof Plan, Elevations, Sections, Structural Foundation and Framing Plans, Mechanical and Plumbing Plans, etc.
 2. Landscape Plans (building and park), Planting Palette.
 3. Civil Drawings (grading, drainage and utilities), Grading Plan.
 4. Preliminary Signage Plans.
 5. Specifications (selected products and systems).

❑ *Construction Administration (Optional Service)-*

- General oversight and review of contractor's work.
- Weekly site visits or as otherwise required to determine if contractor's work is being performed in accordance with the contract documents.
- Review and certify the amounts due the contractor.
- Reject contractor's work that does not conform to the contract documents and require additional inspection or testing of the contractor's work.
- Prepare change orders and construction change bulletins, with supporting documentation.
- Assist in determining substantial completion and completion dates.
- Render written decisions on all claims, disputes or other matters in question between the City and contractor.

A comprehensive scope of services is attached as Attachment B.

Table 2 reflects the cost breakdown for the services:

Table 2	
Item	Amount
Design Development	\$118,035
Construction Documents	432,118
Plan Check	29,433
Bid Phase	36,673
Construction Administration	274,505
Additional Architectural Services	57,500
Reimbursable	<u>65,000</u>
Total	\$1,013,263

Fiscal Impact:

Available funding for the Belmont Library and Belameda Park totals \$10,875,878. The architect has proposed a project budget for a 20,040 sf building and comprehensive park improvement plan that works within that authorization limit.

Table 3 reflects the sources and uses for the project:

Table 3	
Item	Amount
Sources:	
Bond Proceeds	\$8,650,000
Bond Premium	773,876
Park Development Funds	700,000
San Mateo County Library JPA Matching Grant	400,000
Private Fund Raising - Contributions, Donations and Grants	<u>352,000</u>
Total Sources	\$10,875,876
Uses:	
Construction	\$7,608,490
Fees and Permits	1,518,488
Furniture and Equipment	631,000
Reimbursable	489,060
Contingencies	<u>628,838</u>
Total Uses	\$10,875,876

Based on the FY 2004 Budget and the funding information shown above, there are sufficient funds to engage the architect for the remaining architectural and construction management services. Furthermore, the Steering Committee asserts there is reasonable assurance that funding is available to proceed with a larger building footprint presently calculated at 20,040 sf. Lastly, the above does not reflect additional revenue sources that may be forthcoming from the private fund raising effort. As indicated previously, those pledges will be used to fund bid alternatives, technology, and furnishing and fixture upgrades which total in excess of \$650,000.

Public Contact:

The meeting has been noticed.

Recommendation:

Authorize the City Manager to execute a professional services agreement with Field Paoli Architects to perform design development and construction administration (at option of City) services for the project for the not to exceed sum of \$1,013,263.

Alternatives:

Pursue professional services agreement with another consultant or deny recommendation.

Attachments:

1. Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Field Paoli to Perform Design Development and Optional Construction Administration Services for the Belmont Library.
2. Attachment A - Preliminary Design, including floor plan and elevations.
3. Attachment B - Scope of Services.

Respectfully submitted,

Thomas E. Fil, Finance Director

Jere Kersnar, City Manager

RESOLUTION NO. _____

Resolution Approving Professional Services Agreement with Field Paoli Architects for Design Development and Optional Construction Administration Consultant Services for the Belmont Library.

WHEREAS, The City of Belmont desires to construct a public library; and

WHEREAS, the City of Belmont seeks assistance from an architect to perform consultant services in connection with library design development and construction administration; and

WHEREAS, Field Paoli has performed successfully in its prior engagement with the City in re-conceptualizing the project and developing its schematic design; and

WHEREAS, the Steering Committee requested and Field Paoli provided a proposal for their consideration; and

WHEREAS, the Steering Committee recommends to the City Council that the required services be sole sourced to Field Paoli.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Belmont hereby authorizes the City Manager to execute a Professional Services Agreement with Field Paoli Architects, in a form approved by the City Attorney, for a not to exceed sum of \$1,013,263.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on March 23. 2004.

AYES, CITY COUNCIL: _____

NOES, CITY COUNCIL: _____

ABSENT, CITY COUNCIL_____

ABSTAIN, CITY COUNCIL_____

Clerk of the City of Belmont

APPROVED:

MAYOR of the City of Belmont